

RECEIPT

YOUR COMPANY NAME HERE

1234 YOUR ADDRESS LN.

YOUR TOWN, STATE & POSTAL CODE

(555) 555-5555

RECEIVED FROM _____

\$

DOLLARS

PURPOSE OF PAYMENT ☐ RENT ☐ GOODS ☐ DEPOSIT ☐ _____

AMOUNT DUE		
THIS PAYMENT		
BALANCE DUE		

PAYMENT METHOD	
<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> CHECK
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CASH

DATE _____

RECEIVED BY _____